

SANDY CITY
APPROVED POSITION SPECIFICATIONS

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| I. | <u>Position Title:</u> Streets Operations Supervisor
(Pavement/Maintenance) | <u>Revision Date:</u> 12/2012 | |
| | | <u>EEO Category:</u> | Service-Maint. |
| | | <u>Status:</u> | Non-exempt |
| | | <u>Control No:</u> | 30548 |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the Streets Manager, provides supervision and direction to crew leaders and crews performing duties pertaining to pavement/concrete maintenance, inventory items needing rapid response on city property, facilities, streets, etc. Works in coordination with Streets Operations Supervisor (Clean Up/Maintenance) on various assignments including Snow Removal, Bulk Waste Collection, Tree Trimming, Hazard Mitigation, etc.

III. Essential Duties:

- Provides supervision of streets crews working in any of the following areas: asphalt maintenance, concrete construction/maintenance infrastructure inventory, concrete grinding, snow removal, etc.
- Coordinates with Streets Operations Supervisor (Clean Up/Maintenance) on bulk waste collection, tree trimming, hazard mitigation, etc. as needed.
- Involved in hiring, training, motivating, disciplining and evaluating employees.
- Supervises ongoing inventory of city infrastructure for maintenance needs, hazards and compliance with City codes.
- Maintains schedules of street projects and updates computer program as required.
- Ensures work orders are completed for every job and ensures materials are available for assigned tasks to include seasonal stockpile requirements.
- Solves problems related to field projects and locations.
- Ensures that projects stay on approved schedule and within the project budgets.
- Maintains schedule of inventories, asphalt maintenance, sidewalk grinding, etc. for all City streets.
- Meets with citizens to coordinate concerns, schedules and costs.
- Coordinates Streets vehicle maintenance and repair with the Fleet Management division.

IV. Marginal Duties:

- Operates various types of heavy, light, and complex equipment used in the maintenance and construction of City property, facilities, streets, etc. (i.e. ten wheeler trucks, backhoes, front end loaders, trenchers, crack sealers, snow removal and sanding equipment, sweepers, mowers, hand tools, etc.)
- Supervises other Streets Operations crews in the absence of Streets Operations Supervisor (Clean Up/Maintenance).
- Performs other duties as assigned.

V. Qualifications:

Education: Requires a High School diploma or equivalent.

Experience: Requires four years of experience in construction, heavy equipment operation, asphalt methods, flood control or other related experience, with three of the years including supervisory experience.

Certificates/Licenses: Requires a valid Utah Driver's License and a valid Class A Commercial Driver's License (CDL).

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Tools, machines, and equipment used in the maintenance and construction of City property, facilities, streets, etc.; OSHA safety requirements and standards; general construction practices and procedures; mathematics used to calculate correct amounts of materials; supervisory techniques and methods; asphalt methods, concrete, sods and street distress recognition.

Responsibility for: Great responsibility for the care, condition and use of mechanical materials, equipment, tools, etc.; the supervision of Street Maintenance Workers, Crew Leaders and seasonal employees and making decisions which will affect these workers.

Communication Skills: Communicate effectively verbally and in writing; contacts with local citizens; constant contact with other employees within department; contacts with other departments furnishing and obtaining information.

Tool, Machine, Equipment Operation: Regular use of a variety of tools and street moving equipment. (mentioned above).

Analytical Ability: Follow written and verbal instructions; gauge repairs needed and level of work needed to maintain infrastructure; establish effective working relationships with employees and the public; lead/supervise others, plan effectively and perform blueprint reading.

VI. Working Conditions:

Physical Demands: While performing duties of job employee typically handles equipment, objects, or controls. Employee may experience great physical exertion required by this job; a moderate amount of lifting (up to 50 lbs); a moderate amount of stooping, kneeling, and bending. Frequent communication with others. Employee will sit or stand for long periods of time.

Work Environment: Job entails regular exposure to cold, heat, dust, fumes, and noise; great physical exertion is required on this job; constant exposure to deadlines; great pressure and fatigue during an average workday; frequent evening and/or weekend work is required; requires 24 hour on-call status for emergency situations; long hours operating heavy equipment.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____